Job Title: 20588 - Publications Officer, NCTC/DI/PSPG/ National Terrorism Bulletin and Current Branch - GS-13

Salary Range: $79,720 - $123,234 (not applicable for detailees)

Vacancy Open Period: 05/02/2017 – 05/17/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:

    o   Current ODNI cadre.

    o   Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

- For a detailee assignment:

    o   Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- The Presidential Support and Production Group, National Terrorism Bulletin and CURRENT Branch is seeking a full-performance Publications Officer (PO) to perform tasks related to publishing the daily National Terrorism Bulletin (NTB) and other current and strategic NCTC products. As part of a night-shift editorial team, the PO is expected to apply a strong knowledge of grammar, punctuation, writing standards, and substantive matters and format the page layout using Microsoft Word templates and other publishing applications. The PO is responsible for coordinating the product with all parties involved in the production process, including graphic designers, cartographers, analysts, tradecraft reviewers, and senior managers.

- Edit, format, and publish daily and periodic intelligence products for senior IC and law enforcement officials using a variety of software applications and dissemination platforms including websites, and archive digital files after delivery of products; analyze, verify, and manipulate data to maintain unit's databases.

- Define and manage complex publication projects; apply techniques to manage multiple projects concurrently and efficiently and develop production timelines that ensure the delivery of high-quality products on or before the deadline.

- Brief team, senior management, and customers on the status of production, anticipates and negotiates scheduling issues; facilitates review and incorporates reviewers' comments.

- Apply strong knowledge of grammar, punctuation, corporate writing standards, and substantive matters in leading discussions to identify and resolve editorial issues and inconsistencies in complex text and graphics.

- Monitor production system, databases, and work processes for needed modifications; provide requirements to software developers for new production systems and work with software developers to trouble-shoot newly deployed production software.

- Conduct research to stay informed of potential content and product layouts; analyze options and approaches for executing a project, and select optimal tools and strategies that ensure timely and efficient completion.

Mandatory and Educational Requirements

- Willingness to work an evening shift (three days on, three days off).

- Demonstrated editorial and grammatical skills as well as an understanding of corporate writing standards, including classification regulations; ability to apply policies, procedures, and guidelines to publication products.

- Demonstrated skill in writing logically, clearly, and concisely; communication and negotiation skills for eliciting and sharing information; ability to brief team members and customers to discuss project requirements and status.

- Thorough knowledge of publishing principles and practices as well as thorough knowledge of sound principles of electronic dissemination mechanisms.

- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time.

- Interpersonal skills to interact effectively with customers, technical staff, and project team members.

- Knowledge of policy and guidance as it pertains to the handling of ODNI data on networks and portable media and the dissemination and posting of information to ODNI, IC, and public networks.

Desired Requirements

- Technical knowledge of electronic publications and design, to include specific knowledge of current technologies in the electronic and web publishing environments.

- Ability to perform research, utilize creative problem solving, and apply analytical thinking skills to identify and develop effective solutions for routine and more complex publishing problems.

- Ability to stay abreast of technological advancements in publishing and printing technologies; thorough knowledge of and skill in using both standard and high-end desktop publishing applications; aptitude for using automation.

- Experience using Adobe Creative Suite, content management systems, and web publishing software.

- A bachelor's degree in English, Communication, or other related field.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov *(David S.)* and longvj@cia.ic.gov *(Vince L.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC <u>must</u> submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov *(David S.)* and longvj@cia.ic.gov *(Vince L.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**